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ERP CORE IMPLEMENTATION TEAM
Date: May 9, 2007
Location: Sparks Hall 3rd Floor Conference Room
Submitted by: Helen Turner

Members Present:

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Jackie Dudley	Josh Jacobs
Jim Baurer	Linda Myhill
Phyllis Baurer	Anita Poynor

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Members Absent:
Joyce Gordon
Janice Thomasson

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Jackie opened the meeting by handing out the agenda.

The first item on the agenda was the review of membership of each core implementation team.

HR Functional Team headed by Joyce Gordon was the first to be discussed. Although Joyce was not able to make the meeting, she had sent her team information to Jackie and it was distributed to the members. Joyce's team consisted of: Teri Ray; Carl Prestfeldt; Brantley Travis; Wendy Cain; Annazette McCane; Cami Duffy; Brian VanHorn. At this point, there was a discussion as to other members that might need to be represented on her committee.

Student Services Functional Team – led by Jim Baurer and Anita Poynor. Their team consisted of: Linda Scott, Michelle Sanders & Sherry Lamb from Information Systems; Charles Vinson & Lori Dial from Financial Aid; Mary Smith & Stacy Bell from Admissions; Jim Vaughan & Kathy Kerr from the Selection Committee; Tracy Roberts & the new Registrar from the Registrar's office; Shelia Haley from Academic Affairs; and students Geco Ross & Whitney Bush.

Anita voiced her concerns whether they needed the students on their implementation team and if so, would they be capable of making policy changes and recommendations that are valuable to the campus and not necessarily pleasing to the student body. She felt that the students might see things from such a different angle that it might be a problem to making the right decisions for the university as a whole. It was understood that the students need to be involved in this process but perhaps at differing degrees. Josh felt that it might prove to be beneficial to educate the students and involving them in the process and he felt that the two students selected for their team were very capable. Jackie mentioned that if it comes down to implementing policies to Federal requirements, there could not be any other choice no matter how the students or teams might feel. Phyllis felt that we do need to "lay it all out" for the students and keep them informed on the project. Anita had reviewed other campuses team setups and found that the "core teams" were directors at that level.

Another concern for Anita was that if too many people are on the teams then the decision process could be slowed. Jackie spoke about not necessarily having everyone on the "team" but involving people as the need for their expertise became an issue perhaps making it a sub-committee. Linda brought up the fact that in another campus installation, one group on campus had been left out and she wanted to be sure that everyone on every level be included in the process in some way.

Next was the **Advancement Team** headed by Linda Myhill. Her team consisted of: Brent Owen, Functional Support Team; Sabrina Mathis, Alumni; Jamie Haynes, Development and Sandra Garfinkel, Data Entry Standards. There was quite a bit of discussion about other people that might need to be

represented on Linda's team. Jackie felt that there should be a representative of fund raisers. After some discussion, Linda will check on getting Sue Moore to work with them on the team. Other areas were considered for representation also, i.e. Foundation, Athletics, Scholarships. Several names were mentioned at this point and for various reasons. Jackie was concerned that they be sure to have enough people involved to make operational policy decisions for every area.

Finance Team – Jackie Dudley. Jackie's team consisted of: Amy Sasseen, Jason Royalty, David Blackburn from Procurement, Ellen Dale from Foundation, Debbie Wagoner from Facilities and Brantly Travis from Info Systems. Jackie talked about Carl Prestfeldt's role and said that although his input would be valuable, he felt that he would start with the HR module and see how it evolved. Anita asked about the A/R part of Finance and if it would need to have a representative on Jackie's team. Jackie felt that Anita should be involved if and when she had the time. This would take care of the student's perspective. Anita said that she just wanted to be sure all functions were addressed and she would be able to work with Jackie's team in that area. Linda questioned if the team needed someone from Athletics. Jackie wasn't sure that they had any unique users and that it might take too much of Janet's time. She also felt that the faculty doesn't really use the system so they wouldn't need a representative either. It was discussed that there might be a need for a clerical/secretarial representative.

Josh asked if there would be an effort to look at the organizational chart to be sure every aspect is covered and nobody is left out. Jackie said she would be pulling the lists together and would do an organizational chart for review later.

There was a discussion about a representative who was an end-user department secretary. The final outcome was that Cathy Bazar might be a good choice.

Jackie mentioned that she would discuss with Joyce regarding the need to add other representatives to the teams and that perhaps Kathy Friebel would be a good choice.

There were several other items discussed such as, the need to have someone from outside the university on the teams; involvement of affiliated businesses; need for "meter & greeter" – possibility – Tim Todd; etc.

Josh was asked to give his communications report. He addressed the issue of needing to have a "logo" for the ERP information and he had some samples. He talked about how they needed to be a "known entity" and not just the ERP project. At this time, he discussed using the RacerNet site and perhaps calling the link for the ERP project, "My RacerNet." Some of the discussion centered around: how would you separate the two sites (RacerNet & My RacerNet); need to make sure logo would look good in black and white and easy to replicate; availability of the portals and implementation; etc.

Josh also handed out a draft of a letter that he is drawing up to communicate the ERP information to the staff and student and how many ways there would be to get this information out. He asked that everyone review it and email any additions, corrections, or comments to him before next Wednesday.

Jackie stressed the fact that they need to get some basic information on organization out so that people would know who to call when questions, problems or suggestions arise.

The next meeting will be on Wednesday, May 30th.